

BILLINGS COUNTY**APPLICATION FOR BUILDING & ZONING CERTIFICATE**

TAX EQUALIZATION & ZONING OFFICE

APPLICATION: _____

PHONE: (701) 623.4810 • FAX: (701) 623.4761

495 4TH STREET • PO BOX 247 - MEDORA, ND 58645-0247

DATE ISSUED: _____ EXPIRES: _____

stswanson@nd.gov mdlamb@nd.gov

REVISED 8/2012

INSTRUCTIONS:

1. For new buildings and additions to existing buildings, complete entire form
2. Include all necessary drawings in the space provided and attach any house plans, surveys, etc. of the property to application
3. Return completed application and fees to the Tax Equalization & Zoning Office before proposed upcoming zoning meeting which is posted at <http://www.billingscountynd.gov/BillingsCountyZoning.htm>

CERTIFICATE FEES, CHECK ALL THAT APPLY:

- ☐ \$ 200.00..... Single-Family Residential
- ☐ \$ 200.00..... Multi-Family Residential
- ☐ \$ 200.00..... Singlewide Mobile Home
- ☐ \$ 200.00..... Doublewide Mobile Home
- ☐ \$ 200.00..... Garage or Storage Building
- ☐ \$ 200.00..... Commercial Building
- ☐ \$ 200.00..... Industrial Building
- ☐ \$ 200.00..... Conditional Use Permit
- ☐ \$ 200.00..... Temporary Use Permit
- ☐ \$200.00 . Change in Zoning Type or Use of Land

LOCATION OF PROPOSED STRUCTURE:

- ☐ Rural Billings County
Address: _____

\$ _____ Total

Please pay only \$200.00 per application.
Make Check Payable to: Billings County

APPLICANT INFORMATION*: Name: _____

Mailing Address: _____

City, State Zip: _____

Phone Number: _____ Cell: _____

Email: _____

*If applicant is not the owner of record, enclose a letter from the owner stating concurrence of this action for the proposed use of the property.

TYPE OF PERMIT:

- ☐ Zoning Certificate
- ☐ Zoning Change from _____ to _____
- ☐ Variance Requested*A variance is needed if the building proposal does not meet ordinance requirements and cannot reasonably be changed to meet standards.
- ☐ Conditional Use*Use of lands or structures which are not considered a desired use of lands or structures within a described zoning district.

*Please complete the additional conditional use form and return it with this zoning application.

ESTIMATED VALUE OF CONSTRUCTION AND IMPROVEMENTS: \$ _____**LEGAL DESCRIPTION OF BUILDING SITE:**

Lot: _____ Block: _____ Subdivision: _____

Qtr/Qtr: _____ Section: _____ Township: _____ Range: _____

PARCEL NUMBER: _____ - _____ - _____ - _____

CONSTRUCTION WILL BEGIN BY: _____ AND BE FINISHED NO LATER THAN: _____

DESCRIPTION OF LOT:

☐ Acreage or Square Feet of Parcel: _____

☐ Lot Depth: _____ Lot Width: _____

PRESENT USE:

☐ Residential ☐ Agricultural ☐ Recreational
☐ Commercial ☐ Industrial ☐ Vacant

PRESENT STRUCTURES, CHECK THAT APPLY:**SIZE:****TOTAL NUMBER OF STRUCTURES:**

☐ Residence _____
☐ Garage _____
☐ Shop _____
☐ Storage Shed _____
☐ Barn/Ag Outbuildings _____
☐ Other _____

TOPOGRAPHY:**PREDOMINANT SOIL TYPE:** _____

☐ Flat
☐ Moderate Slope
☐ Hilly
☐ Steep Slope/Badlands

SEWAGE DISPOSAL:*

☐ No Plumbing
☐ Septic Tank with Drain Field*
☐ Holding Tank

* Septic and Holding Tanks require a permit from the Southwestern District Health Unit.

Address: 2869 3rd Ave W
Dickinson, ND 58601

Phone: (701) 483-0171

Toll Free: 1-800-697-3145

WATER:*

☐ No Plumbing ☐ Southwest Water ☐ Drilling New Well
☐ City Water ☐ Existing Well

*Attach a copy of approval from SW District Health and/or Southwest Water

CURRENT ZONING:

☐ Agricultural ☐ Residential ☐ Industrial
☐ Recreational ☐ Commercial ☐ Hillside & Ridgeline Overlay District*

*See Section 5.6 of Billings County Zoning Ordinance for Hillside & Ridgeline Overlay District

PROPOSED ACTION:

☐ New Construction ☐ Addition to Existing Structure ☐ Move-In Structure ☐ Shelterbelt

PROPOSED USE: PLEASE CHECK ALL THAT APPLY

☐ Residential ☐ Commercial ☐ Storage ☐ Recreational
☐ Garage ☐ Mobile Home Park ☐ Agricultural ☐ Industrial
☐ RV Park

PROPOSED INTENDED ACTION WILL BE USED BY:

☐ Owner ☐ Immediate Family Member of Owner
☐ Hired Hand ☐ Leased or Rented by the owner to: _____
☐ Other, please explain: _____

Note: If the intended use of this property changes, you are required to notify the Zoning Administrator and may need to rezone to comply with the change.

CONSTRUCTION TYPE:

☐ Wood Frame
☐ Wood Pole Frame
☐ Steel Frame
☐ Masonry or Concrete
☐ Dirt Floor ☐ Concrete Floor
☐ Mobile Home: Year: _____ Make & Model: _____
Serial #: _____

APPLICANT COMMENTS OR FURTHER INFORMATION:

DIMENSIONS OF STRUCTURE(S):

USE: _____ X _____ NUMBER OF STORIES: _____ WALL HEIGHT: _____

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SIDING TYPE: _____ INSULATION: ☐ Yes ☐ No

ROOF COVERING: _____ INSULATION: ☐ Yes ☐ No

FOUNDATION TYPE: _____ DEPTH: ☐ 8 Feet ☐ 4 Feet ☐ Concrete Slab

BASEMENT: ☐ Yes ☐ No TOTAL BASEMENT SQUARE FOOTAGE: _____ FINISHED SQ FT: _____

ELECTRICITY: ☐ Yes ☐ No

HEATING SYSTEM: ☐ Yes ☐ No TYPE: _____

AIR CONDITIONING: ☐ Yes ☐ No TYPE: _____

NOTE ON RESIDENTIAL DEVELOPMENT:

No lot shall contain more than one principal single family residential building, and no dwelling unit shall be built on a lot which does not abut a dedicated public right-of-way.

HIGHWAY & LOT LINE SETBACK REQUIREMENTS:

All buildings or structures shall adhere to the following public road or highway setback requirements:

- 1) The minimum setback for buildings from the centerline of all section lines and the center line of county roads shall be one hundred three (103) feet.
- 2) The minimum setback for buildings from the centerline of all state highways shall be two hundred fifty (250) feet.
- 3) The minimum setback for tree plantings from all section lines and the centerline of county roads shall be one hundred three (103) feet.

AGRICULTURAL DISTRICT: **MINIMUM LOT SIZE:** 5 acres **FRONT, SIDE, REAR SETBACKS:** 70 feet

RESIDENTIAL DISTRICT SETBACKS: **FRONT:** 75 feet **SIDE:** 10 feet **REAR:** 10 feet

Note: Accessory buildings shall be smaller than the principal building and shall be limited to fifteen (15) feet in height and be located at least ten (10) feet from all lot lines.

APPLICABILITY OF HILLSIDE AND RIDGELINE GUIDELINES

The provisions of this section (according to 5.6.1 of the Billings County Zoning Ordinance) shall apply to any application for a land use permit or subdivision on land that meets either of the following two conditions:

- (1) Any portion of the building envelope that includes slopes in excess of fifteen (15) percent;
- (2) Land that is located on or within fifty (50) vertical feet of the elevation of any prominent ridgeline. Lands that meet either of these two provisions are herein referred to as hillside land or ridgeline land, respectively.

Prominent Ridgeline Defined

A prominent ridgeline shall be defined as any ridgeline, as viewed from any point along a designated major roadway corridor which create a silhouette with the sky. The currently designated roadway corridors are Interstate 94, including all business loops and US Highway 85, and all county roadways. Other potential major roadway corridors from which to identify prominent ridgelines, whether existing or proposed at the time a subdivision or land use permit application is submitted, may be designated by the Planning and Zoning Board during the development review process. These new major roadway corridors shall then establish view points from which to identify prominent ridgelines.

APPLICANT COMMENTS/FURTHER INFORMATION: (ATTACH SHEET IF NEEDED)

I the undersigned applicant for a permit do hereby attest that the information contained in this application is truthful and correct to the best of my ability. I further agree to comply with all building codes and standards as regulated by the State of North Dakota, and the requirements and conditions of this permit, and the zoning ordinance of Billings County.

I understand that any inappropriate use of this permit may cause me to be required to pay a penalty.

I certify that I am the ☐ Property Owner ☐ Construction Contractor hired by the owner.

Signature of Applicant

Printed Name of Applicant

Date

A Scale Drawing must be submitted showing the dimensions of all structures on lot & distance from lot lines & setback requirements. Attach additional sheets if needed. Also include photocopies of all existing floor plans, site plans, surveys, etc with the application.

INFORMATION NEEDED ON A PLOT PLAN

In order to help your permit process to go as quickly as possible, the following information **must be clearly shown** on your Plot Plan, even if it is not to scale:

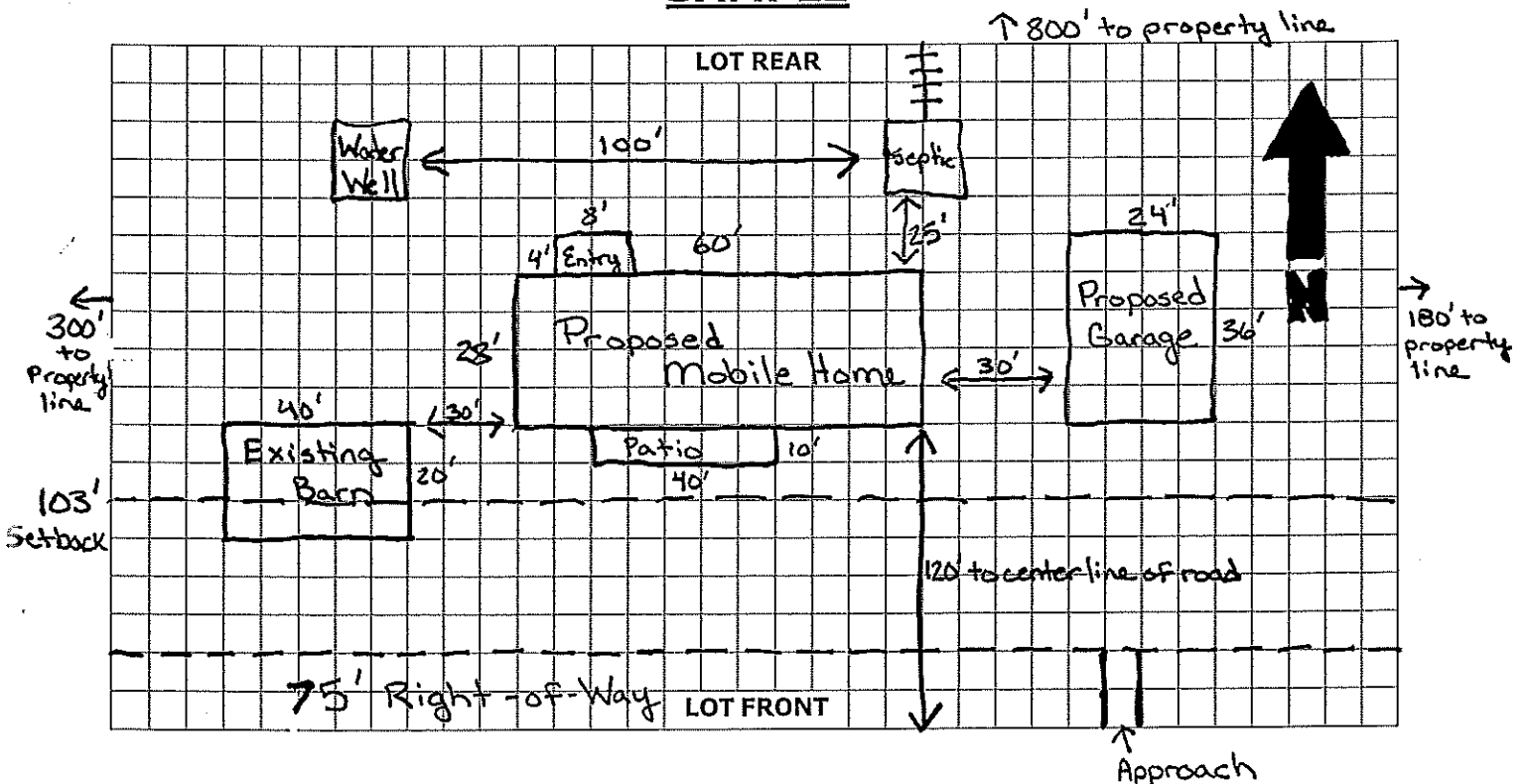
1. Property lines with angles and exact distances.
2. True "north" with an arrow showing the direction.
3. All streets next to your property with the address of your property and where it is in relation to your structures, such as on the north, south, east or west side of your property line.
4. All structures existing and proposed:
 - a. Give exact sizes and types of all structures, existing or proposed, whether attached or detached from one another.
 - b. The following example is a plot plan for a new mobile home and garage on an existing farm site:

Example:

- 24' X 36' Garage
- 28' X 60' Mobile Home
- 10' X 40' Covered Patio/Porch
- 20' X 30' Barn
- 4' X 8' Entry

5. Show the location of the septic system with the leach line and give exact distance from the structures.
6. Show the distance from each structure to your property line in all four directions and between each structure.
7. Show all easements and setbacks, if known, on your property with the size and type. (If you do not know this information, the zoning department will gladly help you.)

SAMPLE



LOT REAR

LOT REAR

LOT FRONT

- ☐ North Arrow
- ☐ Adjacent Streets & Approach
- ☐ Setbacks
- ☐ Easements
- ☐ Proposed Structure(s), with Dimensions
- ☐ Existing Structure(s), with Dimensions
- ☐ Septic tank, drainfield, & distance from structures
- ☐ Water well or SW water line
- ☐ Show the distance from the proposed structure to your property line in all four directions.
- ☐ Also include photocopies of all existing floor plans, site plans, surveys, etc with the application.

TO BE COMPLETED BY THE ZONING DIRECTOR**REVIEW OF ZONING CERTIFICATE**

Is the proposed structure openly permitted in the Zoning District in which it is proposed?

☐ Yes ☐ No

If not, mark appropriate box(es) below: ☐ Conditional Use ☐ Variance ☐ Rezoning

PROPOSED BUILDING COMPLIANCE WITH ZONING ORDINANCE

CONCERNS:	ADEQUATE	INADEQUATE	NOT APPLICABLE
Lot Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lot Size for District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety Measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the proposed structure or use meet the District requirements? ☐ Yes ☐ No

If no, in which way does the proposed structure or use violate requirements?

The Application as Submitted Is: ☐ Approved ☐ Deferred to Zoning Board ☐ Denied

If denied or deferred, reason for decision:

Zoning Administrator Signature

Date

ACTION BY THE COUNTY PLANNING & ZONING BOARD & BOARD OF COUNTY COMMISSIONERS

☐ Approved by County Zoning _____ ☐ Denied by County Zoning _____

Public Concerns:

☐ Approved by County Commission _____ ☐ Denied by County Commission _____

Public Concerns: